



Classification: Energy Commission Specialist II (TED)	Position No. 3200-4185-001
CBID: R10	Office: Energy Generation Research Office
Date Prepared: March 2019	Division: Energy Research & Development Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

CONFLICT OF INTEREST STATEMENT

This position is designated under the Conflict of Interest Code: YES ☒ NO ☐

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Under the general direction of the supervisor and technical direction of the team lead, the incumbent serves as part of a team to implement and administer research, development, and demonstration (RD&D) efforts related to the environmental impacts of electricity generation, transmission, distribution, and use. Identify areas for which research is needed; solicit and evaluate research proposals; conduct technical analyses; and coordinate with the RD&D functions of other public and private organizations. Independently conducts or acts as a lead person on highly complex and difficult technical analysis; and surveys and participates in workshops/hearings related to energy-related environmental research, including research necessary to further California's energy policy goals. Assist in the development of policies and regulatory measures to reduce environmental energy impacts. Plan, organize, implement, and report on Energy Commission activities relating to environmental impacts of electricity generation, transmission, and distribution in the RD&D Program.

DUTIES AND RESPONSIBILITIES:

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
40%	Serve as a lead technical specialist and prime resource for environmental-related energy issues, including climate change and its relationship to the energy system, and research and development efforts. Identify and analyze technology trends and market developments applicable to all sectors of the energy system considering climate change mitigation, impacts, and adaption opportunities. Prepare research plans on environmental issues of importance to the energy system. Provide expert guidance and direction for highly complex technical issues, surveys, and field studies in many different energy R&D subject areas. Work with stakeholders and help synthesize information from many sources regarding the direction for environmental-related energy impact research in California. Coordinate with technical staff at state and local governments, federal agencies, national laboratories, academic institutions, and private organizations. Assist in R&D planning and implementation of environmental-related RD&D within the Energy Commission, task forces, technical working groups, and advisory committees. Help guide the development of legislation and regulations as needed. Assist in the formulation of policy options and program initiatives for consideration by the Electric Generation System Specialist III, team lead in the environmental subject area, manager, deputy division chief, deputy director, Executive Office and Commissioners, and the legislature. (E)

DUTY STATEMENT

CEC-004 (Revised 01/2019)



30%	Implement collaborative strategies to meet the objectives and goals by representing state interests in agreement development and management, including: 1) definition of scope, work statements, and budgets; 2) review and approval of products; 3) selection of project sites and principal investigators; and 4) participation in technical and policy steering committees. Provide recommendations to the Energy Commission Supervisor II, team lead in the environmental subject area, manager, deputy division chief, deputy director, Executive Office and Commissioners, and the legislature. (E)
10%	Assist the environmental team lead with solicitation planning and development activities. Develop and manage highly complex research projects and contracts. Implement solicitations and collaborative strategies to meet the public interest energy research program objectives and goals. (E)
10%	Oversees the finalization of the most highly complex project reports, fact sheets, and other documents to disseminate research results and lessons learned to Energy Commission staff with a focus on transferring information that provides significant public benefits to California and meets the state's energy policies and goals. (E)
5%	Prepare and make presentations at workshops and conferences, and provide expert testimony at hearings and proceedings sponsored by the legislature, Energy Commission, and other state and federal agencies related environmental-related technologies energy RD&D. (E)
5%	Duties as required consistent with the classification. (M)

WORKING CONDITIONS: The work is performed primarily in an indoor office and meeting room setting involving sitting, standing, and walking as well as sitting for long periods of time. Travel is required to conduct project site visits, attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described above, the incumbent will be required to work alone and/or in a team environment; utilize a personal computer and appropriate Energy Commission software such as Microsoft suite of software, electronic mail, Internet and analytical models. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
<div style="border-top: 1px solid black; display: flex; justify-content: space-between; margin-top: 5px;"> Employee Date </div> <div style="margin-top: 5px;">Energy Commission Specialist II (TED)</div>		<div style="border-top: 1px solid black; display: flex; justify-content: space-between; margin-top: 5px;"> Angela Gould Date </div> <div style="margin-top: 5px;">Electric Generation System Specialist III</div>	